

AGENDA FOR OPERATIONS PARTNER(S)
CORE TEAM MEETING 2-13-01

DESIRED OUTCOMES- BY THE END OF THIS MEETING WE WILL HAVE:

- Agreement on the Key Stakeholders to be involved in this process
- Agreement on the high level process map for outcomes and involvement of stake holders
- A first draft of all the existing operations contracts with expiration dates
- A first draft of all activities necessary to complete this project
- A list of “next steps” for Core Team Meeting on 2-20-01

<u>WHAT</u>	<u>HOW</u>	<u>WHO</u>	<u>WHEN</u>
START-UP-	Agreement on the Desired Outcomes and Agenda for this meeting	Bob	2:30pm-2:35pm
CORE TEAM MEMBERSHIP	Final agreement on Core Team Members	Sybil	2:35pm-2:40pm
KEY STAKEHOLDERS	<ul style="list-style-type: none"> • Review proposed list • Make additions and deletions 	Sybil	2:40pm-2:50pm
HIGH LEVEL PROCESS MAP REVIEW	<ul style="list-style-type: none"> • Review proposed process map • Make additions and deletions 	Martin	2:50pm-3:05pm
LIST OF EXISTING OPERATIONS CONTRACTS	<ul style="list-style-type: none"> • Create a List • Devise a method for updating the list with new information 	Sybil	3:05pm-3:25pm
FIRST DRAFT LIST OF ALL ACTIVITIES NECESSARY TO COMPLETE PROJECT	<ul style="list-style-type: none"> • Create a List • Identify areas for gathering information 	Martin/Bob	3:25pm-3:45pm
“NEXT STEPS”	<ul style="list-style-type: none"> • Create list of “next steps” for 2/20/01 Core Team Meeting 	Bob	3:45pm-3:55pm
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CLOSE-	<ul style="list-style-type: none"> • Next Steps/Action Plan • +/- 		3:55pm-4:00pm

THINGS TO DO-

- Bring to every meeting–
- Sub-Team process maps

- “Next Steps” from last meeting
- $+\Delta$ from last meeting